

**General Services Administration  
Federal Acquisition Service  
Assisted Acquisition Services Division  
Southeast Sunbelt Region**

**PERFORMANCE WORK STATEMENT**

**Task Title: PEX Software and Systems Engineering Support**

**Task Order No: ID04180040**

**Date: 14 November 2018**

**MODIFICATION HISTORY:**

**Mod 001 – 19 Mar 2019 – Incrementally fund the Base Year Period of Performance**

**1.0. Introduction:** Work is to be accomplished for the Air Force Material Command (AFMC), Air Force Life Cycle Management Center/HBBD (AFLCMC/HBBC), herein referred to as Client, through the General Services Administration (GSA), Federal Acquisition Service (FAS), Assisted Acquisition Services Division, Southeast Sunbelt Region.

**1.1. Points of Contact:**

**GSA Contracting Specialist**

Name: Michael T. Giordano

Address: 77 Forsyth Street SW

City, State, Zip: Atlanta, GA 30303

Phone: (b) (6)

E-mail: [Michael.giordano@gsa.gov](mailto:Michael.giordano@gsa.gov)

**GSA Senior Contracting Officer (SCO)**

Name: Sara E. Harris

Address: 77 Forsyth Street SW

City, State, Zip: Atlanta, GA 30303

Phone: (b) (6)

E-mail: [sara.harris@gsa.gov](mailto:sara.harris@gsa.gov)

**Contractive Officer Representative (COR)**

Name: Capt Conner Van Fossen

Address: AFLCMC/HBBC, 11 Barksdale St Bldg 1614

City, State, Zip: Hanscom AFB, MA 01731

Phone: (781)-225-0439

E-mail: [conner.vanfossen.4@us.af.mil](mailto:conner.vanfossen.4@us.af.mil)

- 1.2. Background:** Patriot Excalibur (PEX) provides a unit-level software toolset that enables Air Force (AF), Joint Service and Foreign Military unit personnel to conduct accurate and real-time operational tasks and track readiness status, connecting functional areas within a unit. It is neither aircraft Mission Design Series (MDS) nor unit type limited. PEX supports both flying and non-flying, ground, ISR and special mission units and MAJCOMs in the fusion of the full spectrum of multi-domain operations. The shift in focus to a multi-domain operational concept demands PEX evolve to meet mission requirements. Policy and doctrine regarding multi-domain operations will emerge over time and PEX must be in tune with that development. PEX ties all of the functional areas of a unit organization together, seamlessly sharing information and enhancing situational awareness across operations and unit readiness.

PEX reduces scheduling workload through integration and automation; supports a spectrum of missions ranging from day-to-day training and proficiency flying, peacetime operational/exercise sorties, to operations supporting conventional or unconventional armed conflicts; supports unit-level scheduling, training, Standardization and Evaluation (Stan/Eval), and aircraft maintenance; schedules personnel and aircraft; tracks personnel training currencies and qualification; manages the AF Stan/Eval programs including testing, certifications, read files, and “No-Go” programs; tracks personnel and unit program readiness; and provides unit leadership and MAJCOMs with real-time and historic readiness and compliance data.

- 1.3. Objective:** To obtain highly qualified contractor expertise to sustain and maintain PEX software and systems engineering services, through target changes from units, to upgrade, deploy and to support its operations in the field. Support is required in the following areas:

- 1.3.1. Project Management
- 1.3.2. Systems Analysis
- 1.3.3. Requirements Analysis
- 1.3.4. Design Development
- 1.3.5. Software Development
- 1.3.6. Software Testing
- 1.3.7. Software Information Assurance/Certification
- 1.3.8. Network Administrative Support
- 1.3.9. Systems Deployment
- 1.3.10. Software Configuration Management
- 1.3.11. Software Quality Assurance
- 1.3.12. Software Training
- 1.3.13. Software Help Desk
- 1.3.14. Intelligence, Surveillance and Reconnaissance
- 1.3.15. Transition Tasks
- 1.3.16. PEX Website development and maintenance

- 1.4. Task Order Type:** Time and Materials & FFP (para 3.0.7)

**1.5. Period of Performance:** Duration of this task is for a base year and 4 option years.

- Base Period: 1 March 19- 29 Feb 2020
- Option 1: 1 March 2020- 28 Feb 2021
- Option 2: 1 March 2021- 28 Feb 2022
- Option 3: 1 March 2022- 28 Feb 2023
- Option 4: 1 March 2023- 29 Feb 2024

*FAR 52.217-8, Option to Extend Services. (Nov 1999)*

*The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within thirty (30) calendar days of the end of the task order.*

*FAR 52.217-9, Option to Extend the Term of the Contract. (Mar 2000)*

*(a) The Government may extend the term of this contract by written notice to the Contractor within thirty (30) calendar days before the contract expires; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least sixty (60) calendar days before the contract expires. The preliminary notice does not commit the Government to an extension.*

*(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.*

*© The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.*

**2.0. Scope:** The purpose of this task is to obtain highly qualified contractor service to maintain PEX software and systems engineering services, through target changes from units, to upgrade, train and to support its operations in the field. The contractor shall develop a roadmap of how they will implement their plan for successful delivery with linkage to the mission. The contractor shall provide sufficient personnel as necessary to accomplish requirements as outlined in this PWS. The contractor is expected to work professionally with other PEX contractors in support of the PEX program office to further mission objectives.

**3.0. Performance Requirements:** This contractor is required to be certified at Capability Maturity Model Integration (CMMI) Level III, which is a process improvement approach that provides organizations with the essential elements of effective processes. Under governmental direction, a new version of the software must be completed every six to nine months.

**3.0.1. Software Engineering – Functional Requirements.** The contractor shall perform software and systems engineering tasks for the requirements, design,

implementation, integration, and support of all software and associated documentation for new, upgraded, and existing PEX capabilities. Using an Agile software engineering approach, specific functional requirements are fluid throughout the life cycle of the project. The PEX program is conducted in accordance with Agile principles, one of which states: “welcome changing requirements, even late in the development.” Accordingly, the capabilities described in Sections 3.0.1 and following represent functions that either currently exist or are contemplated to be included in the PEX product line as of the issuance of this performance work statement. However, through the iterative process of requirements and product definition embodied in the Agile approach, any of these capabilities may be reduced and new capabilities added to the PEX system over the course of the period of performance.

**3.0.1.1. Scheduling:** Under governmental direction, the contractor shall provide effective and timely unit-level scheduling support to user productivity, reduce pre- and post-mission time, ease administrative and reporting tasks, increase the accuracy and dependability of unit data, standardize unit systems, reduce life-cycle costs, and improve both security and accountability. The contractor shall create customizable displays, forms, and reports to support and maintain functional scheduling capabilities for the full spectrum of multi-domain operations. The contractor shall provide the ability for scheduling information to be exported and imported as needed to interface with other PEX units and unit systems and processes, as required by published governing instructions. The contractor shall display scheduling information to other modules within PEX as required to accomplish unit readiness and operations.

**3.0.1.2. Training:** Under governmental direction, the contractor shall provide management, displays, and reports of unit level upgrade, qualification and continuation training for the full spectrum of multi-domain operations. The contractor shall provide the ability for training information and files to be exported and imported as needed to interface with other PEX units and unit systems and processes, as required by published governing instructions, including the ability to interface through appropriate technologies with other training record and authoritative data systems. The contractor shall display training information to other modules within PEX as required to accomplish unit readiness and operations.

**3.0.1.3. Standardization and Evaluation (Stan/Eval):** Under governmental direction, the contractor shall provide management and support automation of unit Stan/Eval functions for the full spectrum of multi-domain operations. Provide the ability for Stan/Eval information and files to be exported and imported as needed to interface with other PEX units and unit systems and processes, as required by published governing instructions. Display Stan/Eval information to other modules within PEX as required to accomplish unit readiness and operations.

**3.0.1.4. Unit Readiness:** Under governmental direction, the contractor shall provide management, displays, and information storage that allows units to track unit readiness items such as personnel, programs and aircraft. The contractor shall provide the ability for readiness information to be exported and imported as needed to interface with other PEX units and unit systems and processes, protecting privacy act information as required. The contractor shall display readiness information to other modules within PEX as required to accomplish unit readiness and operations.

**3.0.1.5. Accessibility and Interface:** Under governmental direction, and in accordance with published military network and security requirements, the contractor shall ensure functionality can be deployed to a Cloud infrastructure; can transfer data between different classification networks; and has limited accessibility on hand-held electronic devices utilizing non-government networks to access information. Under governmental direction, the contractor shall interface PEX with external systems as required, with emphasis on development and support of Service Oriented Architectures (SOA). Current interface agreements shall be maintained and new ones shall be created as additional interfaces are added to PEX. Extensive coordination is required among developers, interfacing system points of contact, hosting platform personnel and IT points of contact as necessary for each interface. Agreements must be comprehensive and address all interfacing nodes, security requirements and data exchanges.

**3.0.2. Software Engineering – Environmental Requirements.** The contractor shall perform PEX software engineering activities within the following development environment requirements and constraints:

3.0.2.1. Software will be developed in a CMMI® 3 environment using Scrum and Agile methodologies

3.0.2.2. PEX software must support access control using IA compliant solutions such as single sign-on using the AF Public Key Infrastructure (PKI) Certificates on the Common Access Card (CAC)

3.0.2.3. PEX is provided to foreign governments. The contractor shall support and operate under the security requirements of US Government export compliance laws for the duration of the contract. PEX support to foreign governments consists of:

- User training services, with access to PEX website services
- Help desk support to include access to help desk software as required
- PEX production materials

As directed by the PEX Program Manager, the Contractor shall provide these services to:

- Australian Air Force, country of Australia (FMS Case No. AT-D-NAL, managed by their Australian contractor Sigma Bravo Pty Ltd)
- Polish Air Force, country of Poland (FMS Case No. PL-D-SAC)
- Iraq Air Force, country of Iraq (FMS Case No. IQ-D-SAG)

3.0.2.4. PEX software must meet the security and accreditation requirements use on NIPRNET, SIPRNET and JWICS and be compliant with Risk Management Framework (RMF)

3.0.2.5. PEX software must be developed and tested in the Air Force Standard Desktop Configuration and Federal Desktop Configuration

3.0.2.6. The Agile development process must be tracked and monitored using a modern information management system.

3.0.2.7. The n-tiered web application must seamlessly integrate a variety of technologies, including Silverlight, ASP, ASP.NET, JavaScript, ExtJS and AJAX

3.0.2.8. The desktop client application must integrate MFC components with locally hosted ASP.NET web pages

3.0.2.9. Service Oriented application conforming to WS-\*standards must support flexible deployment using a variety of protocols including TCP, Named Pipes, HTTP, and MSMQ

3.0.2.10. Source control, configuration management, continuous integration, requirements management and daily build processes must be installed, configured, and utilized.

3.0.2.11. The automated build process must include integration and creation of an installer.

3.0.2.12. An automated unit test suite that integrates into a continuous integration build process must be created.

3.0.2.13. Automation tools must be developed to assist users with routine administrative tasks such as network configuration and database management.

3.0.2.14. Development and testing must include collaboration with Unit Level/Unit Command and control (UL/UC2).

### **3.0.3 Software Engineering – Personnel Qualifications.**

3.0.3.1. Scrum Masters. Individuals assigned to this function should possess an in-depth knowledge and experience (certifications where applicable) in the following:

3.0.3.1.1. Bachelor's degree in Computer Information Systems, Engineering, Computer Science or related degree is desired

3.0.3.1.2. Minimum of 5 years agile software development experience

3.0.3.1.3. Certified ScrumMaster

3.0.3.2. Software/Application Development Specialists. Individuals assigned to this function should possess an in-depth knowledge and experience (certifications where applicable) in the following:

- 3.0.3.2.1. Bachelor's degree in Computer Science, Information systems, Engineering or other related discipline; or the equivalent work experience
- 3.0.3.2.2. Experience and capabilities with successful development of complex systems in geographically dispersed, multi-vendor environment using Scrum and Agile methods
- 3.0.3.2.3. Experience using Silverlight, Visual Studio (C#), SQL Server, MSDN for developers, Fiddler and HP Fortify
- 3.0.3.2.4. Possess experience in software engineering and implementing industry best practices

3.0.3.3. Network Specialists. Individuals assigned to this function should possess an in-depth knowledge and experience (certifications where applicable) in the following:

- 3.0.3.3.1. Bachelor's degree in Computer Science, Information Systems, Engineering or other related discipline; or the equivalent military training; or the equivalent work experience
- 3.0.3.3.2. Certifications to work on government networks
- 3.0.3.3.3. Minimum of 3 years work related IT experience commensurate with tasks outlined in this document
- 3.0.3.3.4. Experience with Government network systems and processes
- 3.0.3.3.5. The RMF ATO process, Enterprise Mission Assurance Support Service (eMass), Incremental Information Assurance Accreditation, familiarity with Fortify (Required by collective Network Specialist Team)
- 3.0.3.3.6. Certification to comply with DoD Regulation 8570 mandates, as applicable
- 3.0.3.3.7. At least one Network Specialist position must be a Certified Information Systems Security Professional (CISSP®) or possess an equivalent IAT Level III Approved Baseline Certification.

**3.0.4. Help Desk:** The contractor shall staff a Tier II Level PEX Help Desk Monday-Friday, 0600-1800 U.S. Central time. Help Desk staff shall respond to trouble calls and request for user assistance from PEX users world-wide, provide remote and on-site assistance with installation and configuration of PEX, and develop desktop client installation packages. Help Desk staff shall develop and support a searchable knowledge base and tracker of PEX support issues that can be accessed worldwide on a 24/7 basis. Contractor shall provide a mechanism by which customer feedback on Help Desk support can be collected in support of section 4.0 of the PWS.

3.0.4.1 Help Desk Personnel Qualifications: Individuals assigned to this task shall possess the skill sets described below:

- 3.0.4.1.1. Basic understanding of PEX user mission sets across the full spectrum of multi-domain operations
- 3.0.4.1.2. Understanding of Air Force network systems and processes
- 3.0.4.1.3. Operational military experience in training, Stan/Eval, scheduling, and/or unit readiness tracking offices is highly desirable
- 3.0.4.1.4. Technical knowledge and analysis of specialized applications and operational environments, functional systems analysis, design, integration, documentation and implementation advice on complex problems that need extensive knowledge of the subject matter for effective implementation

**3.0.5. User Training:** With input from the Government functional area experts, the contractor shall develop curriculum and training methodologies to support each new build (version of the PEX system). Training must be accessible to units located worldwide to include FMS customers. The contractor shall setup, maintain and operate a training classroom in contractor-provided facilities with PEX workstations that mirror systems currently deployed in the field. User training will be conducted for the full spectrum of multi-domain operations. The contractor shall conduct a monthly five-day PEX Manager's Course in the PEX classroom, conduct one three-day off-site training expedition weekly (worldwide, 48 per year) and conduct virtual training courses five days a month, covering PEX modules utilized the most by PEX units in the field. The contractor shall deliver tailored hands-on PEX training for staff and unit personnel virtually and in-person via mobile training team, conference venues and formal classrooms. The contractor shall develop and deliver courseware, computer-based training, and other training and visual aids for all mission sets utilizing PEX including, but not limited to, manned and unmanned flying units and ground ISR units. The contractor shall create and maintain PEX data files and support materials; provide materials for upload to PEX website. Deliverables: SOPs and PEX data files (training courses/files, master question files, master databases, eval criteria files, continuation training higher headquarters files, and task lists/files)

Under governmental direction, the contractor shall conduct demonstrations and provide end-user exercise support. Training will be conducted based on a Government provided training schedule based on mission needs.

3.0.5.1 User Training Personnel Qualifications. Individuals assigned to this task shall possess the skill sets described below:

- 3.0.5.1.1. Comprehensive knowledge of PEX user mission sets including flying and non-flying operations in training, Stan/Eval, scheduling, and readiness
- 3.0.5.1.2. Minimum of 1 year experience teaching and/or instructing in a



military or government environment

3.0.5.1.3. Minimum of 4 years military experience in training, Stan/Eval, scheduling, and/or unit readiness tracking

**3.0.6. System Security:** The contractor shall support system security testing and accreditation through, but not limited to, the following activities: test PEX software on systems that are configured in accordance with Defense Information Systems Agency (DISA) Security Technical Implementation Guides (STIG); perform software security evaluations; and develop Risk Management Framework packages.

**3.0.7. Customized On-Site Support (*Firm-Fixed Price*):** Under governmental direction, provide dedicated, on-site support for customized applications, interfaces, and system administration requested by Major Commands (MAJCOMs). MAJCOMs may request and fund dedicated, on-site contractor staff to develop specialized interfaces, reports, dashboards, and other applications that externally interact with PEX in order to support a headquarter, wing, or lower echelon unit's need. Such support may also include administration of local systems. On-Site support locations are as follows:

- (1) **Hickam, HI** (Regional to include Guam and Alaska)
- (2) **Beale AFB, CA** (DCGS weapon system lead for HI, CA, NV, UT, KS, AR, IN, AL, GA, VA & MA; regional to include: ID, WA, OR, NV, UT) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (3) **Beale AFB, CA** to support all flying units at that location
- (4) **Kirtland AFB, NM** (Targeting weapon system lead for NM, WA, ND, IA, AR, TN & OH; regional to include: AZ, TX, WY, MT, ND) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (5) **Langley AFB, VA** (CAF Unit Level lead; regional to include: NC, VA, WV, MD, DE, NJ, PA, NY, CT, RI, MA, VT, NH & ME) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (6) **Langley AFB, VA** to support all flying units at that location (*1 Oct 19 start*)
- (7) **Will Rogers Air National Guard Base, OK** (Regional to include: CO, SD, NE, KS, OK, MN, IA, MO, AR, LA, MS, WI)
- (8) **Nashville, TN** (Cyber ISR and All Source Lead for WA, TN, KY, OH, MD & NJ; regional to include: IL, MI, IN, OH, KY, TN, AL, GA, SC & FL)  
Local support in the following individual areas:
- (9) **Fargo, ND** to support the 119 ISRG (regional to include ND) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (10) **Des Moines, IA** to support the 132 ISRG (regional to include IA) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (11) **Fort Smith, AR** to support the ANG ISR units (regional to include AR) (*\*Requires TOP SECRET clearance with eligibility for SCI*)
- (12) **Springfield, OH** to support the ANG ISR units (regional to include OH) (*\*Requires TOP SECRET clearance with eligibility for SCI*)

- (13) **Barksdale AFB, LA** to support all flying units at that location
- (14) **Barksdale AFB, LA** to cover AFGSC MAJCOM level tasks (would support all MAJCOM units.
- (15) **Robins AFB, GA** to support the 116 ACW (regional to include GA).
- (16) **Tucson, AZ** to support 162 FW A2 activities
- (17) **Davis Monthan AFB, AZ** to support all flying units at that location *(1 Oct 19 start)*
- (18) **Creech AFB, NV** to support 432 Wing ACC/A3 activities *(\*Requires TOP SECRET clearance with eligibility for SCI)*
- (19) **Nellis AFB, NV** to support 57<sup>th</sup> Wing ACC/A3 activities
- (20) **Nellis AFB, NV** to support all flying units at that location *(1 Oct 19 start)*
- (21) **Peterson AFB, CO** to support AFSPC HQ (A2/3/6T) *(\*Requires TOP SECRET clearance with eligibility for SCI)*
- (22) **Tinker AFB, OK** to support 72 ABW ACC/A3 activities
- (23) **Seymour-Johnson AFB, NC** to support all flying units at that location *(1 Oct 19 start)*
- (24) **Shaw AFB, SC** to support all flying units at that location *(1 Oct 19 start)*
- (25) **Moody AFB, GA** to support all flying units at that location *(1 Oct 19 start)*
- (26) **Eglin AFB, FL** to support all flying units at that location *(1 Oct 19 start)*
- (27) **Tyndall AFB, FL** to support all flying units at that location *(1 Oct 19 start)*
- (28) **Mountain Home AFB, ID** to support all flying units at that location *(1 Oct 19 start)*
- (29) **Hill AFB, UT** to support all flying units at that location *(1 Oct 19 start)*
- (30) **Offutt AFB, NE** to support all flying units at that location
- (31) **Grand Forks AFB, ND** to support all flying units at that location
- (32) **Scott AFB, IL** to support all AMC/A2 units at that location

3.0.7.1. Specific requirements may vary significantly by MAJCOM. Upon COR approval and funding, the contractor shall provide the on-site level of effort needed to satisfy the local requirements.

3.0.7.1.1 Local area mission needs may require on-site support personnel to occasionally work nights, weekends or in an “on call” status.

3.0.7.2. As part of an on-site support request, the government will provide the specific requirements to the contractor and the contractor shall work with the government to develop the technical approach and staffing to satisfy the requirement.

3.0.7.2.1. Contractor personnel assigned to customized on-site support shall be resident in the local area of the main supported unit. Under governmental direction and COR approval, contractor shall travel to support surrounding regional area units and/or weapon system units.

3.0.7.2.2. The contractor shall be required to be knowledgeable on the core systems and database management and maintain hardware / software

configuration management and control over certified PEX systems. Under governmental direction, the contractor shall accomplish the following PEX tasks:

- a) Coordinate with base Small Computers and Communications support agencies, including coordination with hardware, software, data suppliers and contractors
- b) Assist military personnel with the installation of PEX servers and clients, including non-scheduled updates and/or patches to applicable servers and clients
  - i. The designated base PEX point of contact (not the on-site support contractor) is the primary person responsible for the installation and maintenance of PEX; however, the on-site support contractor may be available for assistance
  - ii. Oversee PEX implementation, upgrades, and disposition; ensure PEX hardware and software versions are compatible. Implement system Security Practices and Procedures (SPP) for Automated Information Systems (AIS) utilized for unclassified/classified (Secret, Top Secret and Special Access Required security) related to PEX purposes
  - iii. Maintain system administration currency based on each new software release and hardware modification / upgrade
- c) Manage PEX security permission levels, user list, and access levels
  - i. Establish user account training profiles, system defaults, modify access and execution permissions (as required), implement and refine security procedures and practices
- d) Provide initial, continuity, or refresher training to local users on-site in the operations of PEX features and upgrades; Train unit personnel to manipulate software, run reports and brief leadership on the status of user training tracked by PEX; Train unit personnel on applicability of PEX information to assist in training, Stan/Eval, readiness, and inspection reporting
  - i. Apply advanced technical training and professional expertise in application of PEX specialized software and hardware systems. Work closely with unit personnel on a daily basis to establish and maintain updated training requirements, ensuring suitable mission parameters to meet operational objectives and safety requirements based on technical military knowledge and experience
  - ii. Create and deliver technical briefings and training relating to PEX equipment, software and data (including classified and unclassified source material) for squadron personnel as required
  - iii. Support meetings and generate reports as required by on-site managers
  - iv. Set up, conduct and support equipment and system demonstrations (as required)

- e) Troubleshoot PEX software, hardware problems found by the user at the unit or squadron to provide problem identification, resolution and tracking to include logging the problem, duplicating through testing and analyzing until a resolution is found. Analysis is based on PEX technical training provided by experts, professional experience, use of specialized software/system tools or documentation and working in conjunction with remote technical support team at the PEX System Support Facility.
- f) Maintain control and cognizance over USAF unclassified/classified data.
  - i. Provide on-site presence for technical support and assistance; support permanent party training documentation as well as temporary units deployed to the SSR location; ensure deployed personnel have the maximum ability to effectively update and track training accomplishments utilizing equipment and data
- g) Obtain security clearances to the proper level required to control classified information (data, manuals, software). Security clearance requirements are outlined in PWS 3.0.7.3.5.

3.0.7.3. Customized On Site Support Personnel Qualifications: Individuals assigned to this task shall possess the skill sets and experience (certifications where applicable) described below:

- 3.0.7.3.1. Bachelor Degree in Computer Science, Information Systems, Engineering, Business, or other related discipline; or Technical School Certificate related to computer systems; or the equivalent work experience is highly desired
- 3.0.7.3.2. Four years' experience administering infrastructure support to mainframe and / or client server systems and/or DOD systems
- 3.0.7.3.3. Operational flying and non-flying experience in training, Stan/Eval, scheduling, and readiness experience is highly desirable
- 3.0.7.3.4. Must be able to achieve a DOD 8570 Baseline IAT Level II Certification within six (6) months of hire date
- 3.0.7.3.5 Possess a security clearance, at a minimum, at the SECRET classification level. On Site Support Personnel requiring TOP SECRET or SCI clearance are highlighted with an asterisk (\*) in PWS 3.0.7 Pertaining to Top Secret SCI access eligible or Secret security requirements, must hold at the time of task order award or within 6 months of contract award. Interim is acceptable while awaiting final within 6 months.
- 3.0.7.3.6 In accordance with AFMAN 33.285, the following DFARS clause is incorporated:

**252.239-7001 – Information Assurance Contractor Training and Certification (Jan 2008)**

(a) The Contractor shall ensure that personnel accessing information systems have the proper and current information assurance certification to perform information assurance functions in accordance with DoD 8570.01-M, Information Assurance Workforce Improvement Program. The contractor shall meet the applicable information assurance certification requirements including –

(1) DoD-approved information assurance workforce certifications appropriate for each category and level as listed in the current version of DoD 8570-01-M; and

(2) Appropriate operating system certification for information assurance technical positions as required by DoD 8570-01-M.

(b) Upon request by the Government, the Contractor shall provide documentation supporting the information assurance certification status of personnel performing information assurance functions.

(c) Contractor personnel who do not have proper and current certifications shall be denied access to DoD information systems for the purpose of performing information assurance functions.

(END OF CLAUSE)

### **3.0.8. Miscellaneous:**

3.0.8.1. Service Oriented Architecture. The contractor shall monitor existing DoD programs including Net-Centric Enterprise Services (NCES), Net-centric Enterprise Solutions for Interoperability (NESI), TIA, Singularly Managed Infrastructure with Enterprise Level Security (SMI-ELS) and others to inform design decisions and ensure portability to future SOA infrastructures.

3.0.8.2. Development/Test System Administrator. The contractor shall install, configure, maintain, patch, repair and replace developer desktop systems and environments, printers, database servers, and web servers within the PEX development and test environment.

3.0.8.3 Agile project management. The Contractor shall use an Agile project management tool, such as Microsoft TFS, DI2E, or equivalent and provide the Government with unlimited access. The Contractor shall implement a management process that can respond to changes in requirements (technical and/or schedule), requirements prioritization and product implementation. The Contractor shall continuously refine capabilities by adding to previous work or refactoring when necessary to meet these changing priorities. The Contractor shall establish a continuous integration and deployment methodology to build the system, execute the regression tests, employ security scans, using the latest, most up-to-date tools, and deploy the working builds to a separate environment on a regular, frequent interval. This translates into early

identification of technical, Cybersecurity, operational and system deficiencies so that appropriate and timely corrective actions can take place prior to deploying the capability.

3.0.8.4. Internal Testing Program Design, Management and Execution. The contractor shall develop internal testing plans to ensure traceability to functional requirements and target changes; execute internal testing plan and conduct regression testing; gather testing metrics to assess result of testing program; and conduct Risk Analysis and determine mitigation strategies.

3.0.8.4.1. The contractor shall participate in internal software test activities to evaluate the functions and capabilities of the software to provide operational usefulness in the field.

3.0.8.4.2. The contractor shall provide support to all Operational Test activities. These activities include Operational Assessments for all iterations and Operational Testing.

3.0.8.4.3. Prior to Government acceptance of a software release intended for fielding, all software releases shall have demonstrated No CAT 1 deficiencies IAW TO 00-35-D-54. No CAT II deficiencies unless the Government accepts the deficiency and inherent risk IAW TO 00-35D-54. No IA findings that would prohibit certification and accreditation.

3.0.8.5. Contractors may attend required technical (e.g., operating system, networking, security management, systems administration) and security training relative to task/duties listed in the PWS. All training must be pre-approved by the Government COR prior to commencement.

3.0.8.6. Target Change Requests and Updates. Under governmental direction, contractor shall coordinate all software target changes with applicable unit PEX points of contact. This includes, but is not limited to gathering details of the target change requirements, providing updates to unit PEX points of contact after the completion of each iteration of software development, and documenting deficiencies.

3.0.8.7. Subject Matter Expertise (Multi-Domain). Under Governmental direction, the contractor shall provide PEX implementation and training SME support for ISR, Cyber and Space operations when on-site support is not available. Individuals assigned to these functions should possess an in-depth knowledge and experience (certifications where applicable) and support the following tasks:

3.0.8.7.1. Tailor PEX architecture and implementation to meet HHQ and MAJCOM unit needs

3.0.8.7.2. Provide PEX training via virtual means as well as formal classroom hands-on training at MAJCOM intelligence conferences

- 3.0.8.7.3. Coordinate with MAJCOM active duty and ARC associate unit squadrons to establish PEX accounts. Ensure all active duty and ARC associate unit personnel have been loaded into PEX and assist with activating modules for all personnel
- 3.0.8.7.4. Conduct on-site PEX training
- 3.0.8.7.5. Provide SME to organizations implementing PEX and ISR and non-rated operations/support agencies in coordination with unit PEX POCs, Tailor/define PEX standard operating procedures (SOP)
- 3.0.8.7.6 Multi-domain SME must have the following qualifications:
- A minimum of 15 years intelligence experience for each FTE. Contractor team must have experience with both Active Duty and Air National Guard Intelligence.
  - Are required to have a bachelor's degree, 18 years of intelligence related experience may substitute for degree requirement.
  - Must have experience in various disciplines and applications of intelligence to include: operations intelligence, imagery intelligence, targets intelligence, geospatial intelligence, cyber intelligence, space intelligence across the tactical, operational and strategic levels of war.
  - Must provide unit-level experienced SMEs to include graduates of the USAF Weapons School. Targeting SMEs must include graduates of the Combat Targeting School.
  - Shall possess Top Secret security clearance with SCI eligibility with ability to obtain SCI access designation, at time of task order award or within 3 months of contract award.
  - Must be proficient in the following:
    - (1) Air Force Training Management Life Cycle Process
    - (2) Patriot Excalibur (PEX) software
    - (3) AFRPD 13-1, AFRPD 14-2 & associated Air Force Instructions
    - (4) Execution of annual Intelligence Training
    - (5) Analytical theories and principles and design and development of individual training materials
    - (6) Executive, managerial and administrative functions
    - (7) Technical writing to include experience drafting Air Force Instructions, ANG Instructions, and TTPs.
  - SME, Communications Management contractors must have a bachelor's degree or other unique training necessary to support task order requirements. Communications Management contractor might have the need to work in classified environment and must be SCI eligible to obtain the SCI access designation, if task order requirements necessitate SCI access.
- 3.0.8.8. Transition Activities. Early coordination, communication and preparation are keys to a successful transition. A transition plan will ensure an orderly and efficient transition between the in-coming Contractor and the incumbent

Contractor. The Contractor shall be required to submit a Transition-In Plan and a Transition-Out Plan as delineated in the subparagraphs below.

3.0.8.8.1 The Transition-In Plan will be submitted with the offeror's quote as part of the evaluation factors. The Transition-In Plan will be implemented on day one of when the offeror is notified of task order award. The Transition-In Plan must take into account that the Government requires a minimum of 15 work days for administrative processing of new contractor employees assuming there are no issues with the information on the personnel provided to the Government. The Government's intent is to provide a transition-in period of sixty (60) calendar days, and the Government will require the Contractor to be fully operational, to include properly cleared personnel at the appropriate classification level, after the transition period has ended. Upon notification of award, the contractor shall provide the Government with appropriate security documentation which will include the names and social security numbers of each employee. At a minimum, the Transition-In Plan shall include the following:

- Identification, by name and position, of each team member on the Transition Team along with each person's associated responsibilities
- Describe management's involvement with the transition
- Provide detailed steps of the transitioning-in activities with completion dates for each activity
- Explain the initial recruitment and hiring process for this requirement.
- Identify how personnel will meet all qualifications AND have the appropriate personnel security clearances prior to day one of task order performance
- Identify how the appropriate facility clearance will be obtained prior to task order performance
- State the company's CAGE Code and Cognizant Security Office Name, Address and Zip Code.

Transition status updates shall be provided after task order award as directed by the COR. The out-going contractor is responsible for 100% of contract performance and deliverables until the end of the performance period.

3.0.8.8.2 Transition Out. The contractor shall develop a "Transition-Out Plan" to facilitate the accomplishment of a seamless transition from the incumbent to incoming contractor/government personnel at the expiration of this task order. The contractor shall provide a Transition-Out Plan NLT one-hundred eighty (180) calendar days prior to expiration of the performance period. In the event an option is not exercised, the contractor will provide a transition-out plan at the direction of the Government within a reasonable, mutually agreed upon timeframe. The contractor shall identify how it will coordinate with the



incoming and or government personnel to transfer knowledge regarding the following: project management processes, points of contact, location of technical and project management documentation, status of ongoing technical initiatives, transfer of leases/utility agreements, etc. associated with off-base facilities used for execution of this contract, appropriate contractor to contractor coordination to ensure a seamless transition, transition of key personnel, identify schedules and milestones, identify actions required of the government, establish and maintain effective communication with the incoming contractor/government personnel for the period of the transition via weekly status meetings and other items determined necessary by the Government.

3.0.8.9 Cloud Modernization. The contractor shall be prepared to work with Kessel Run Experimentation labs (KREL), Air Force Common Computing Environment (AFCCE), or other organization, as directed by the Government PM, to facilitate PEX migration to the cloud. Should a source code refactoring effort be undertaken in parallel to the PEX development and sustainment effort required in this PWS, the contractor shall make every effort to assist, aid, and facilitate the in-parallel effort.

#### 4.0. Performance Criteria Matrix:

Deliverable or Required Services	Performance Standard(s)	Acceptable Quality Level	Method of Surveillance
<u>PWS 3.0 Performance Requirements</u>	Release software every 6-9 months	Meet PWS requirements 95% of the time	Government Review and Acceptance
<u>PWS 3.0.1 Software Engineering Functional Req</u>	Completeness of Functional Requirements 100% at fielding Timeliness based on Govt approved schedule 100% Iteration Demonstration shall be presented to the Government by the Contractor after every Iteration to demonstrate Iteration functional requirements	Must meet Performance standard in previous column	Government Review, Periodic Inspections.

<u>PWS 3.0.2</u> <u>Software</u> <u>Engineering</u> <u>Environment</u> <u>Requirement</u>	SW must be developed in the appropriate environment 100% of the time	Must meet Performance standard in previous column	Government Review, Periodic Inspections.
<u>PWS 3.0.4.</u> <u>Help Desk</u>	Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service for this task order. Contractor successfully resolves any customer complaints within five working days of receipt or less time as specified in the subtasks	Must meet Performance standard in previous column	Government Review, Periodic Inspections, Customer Complaints.
<u>PWS 3.0.5.</u> <u>User Training</u>	User Training shall be completed in accordance with the Government approved training schedule 100% of the time. Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service for this task order. Contractor successfully resolves any customer complaints within five working days of receipt or less time as specified in the subtasks.	Must meet Performance standard in previous column	Government Review, Periodic Inspections, Customer Complaints.
<u>PWS 3.0.6.</u> <u>System</u> <u>Security</u>	For each release, the Contractor shall have zero IA findings that would prohibit certification and accreditation of software	Must meet Performance standard in previous column	Government Review, Periodic Inspections.

<u>PWS 3.0.7 Customized On-Site Support</u>	Contractor receives no more than one formal customer complaint or contract discrepancy report per month of service for this task order. Contractor successfully resolves any customer complaints within five working days of receipt or less time as specified in the subtasks	Must meet Performance standard in previous column	Government Review, Periodic Inspections, Customer Complaints.
<u>PWS 3.0.8.4.2. Operational Test Activities</u>	At the completion of each iteration development cycle, service pack, hot fix, and full version, provide applicable build for operational test activities.	Build must be available 95% of the time within two business days of the completion of internal testing and/or completing the iteration or build. Contractor shall notify the Government when action is complete	Government Review and Acceptance
<u>PWS 3.0.8.6 Iteration Development Updates</u>	At the completion of each iteration development cycle, present completed features/capabilities in a forum to be reviewed by government personnel. Remote personnel must be able to participate in the forum/presentation.	Forum must be retrievable and reviewable within two business days of the demonstration and be available for the duration of the whole development cycle for the current version of software being built. Contractor shall notify the Government when action is complete	Government Review and Acceptance

<u>PWS 8.0.11 Status Report (Monthly)</u>	Electronically posted in ITSS.	Meet standard allowed 90% of the time Must meet Performance standard in previous column	Government review and acceptance
<u>PWS 3.0.8.8.2 Transition-out Plan</u>	Electronically posted in ITSS.	Delivered on time and addresses all work for which the contractor is responsible in this PWS.	Government review and acceptance

**4.0.1. Contract Performance Evaluation:** In accordance with Contractor Performance Evaluation and FAR 42.15, Contractor Performance Information, interim and final past performance information will be submitted by the GSA Contracting Officer, GSA Customer Account Manager, or COR through the Contractor Performance Assessment Reporting System (CPARS) for archival in the Federal Past Performance Information Retrieval System (PPIRS).

**5.0. Task Order Deliverables:** All deliverables shall be delivered to the Client Representative (CR) no later than the specified dates stated in the Performance matrix in Section 4.0.

**5.0.1. Initial Business and Technical Meeting:** Within ten (10) calendar days following the task award date, contractor shall meet with the GSA Customer Account Manager, Contracting Officer and the COR for a Kick-off meeting to review goals and objectives of this task order, and to discuss contract and technical requirements.

**6.0. Records/Data:** The Air Force retains unlimited rights to the PEX software and associated data. The program office for PEX requests any additional work with programs or modules funded by the PEX office continue ownership by the government. All data and data rights associated with this effort will be property of the United States Air Force.

**6.0.1. Ordering and delivery of Technical Data or Computer Software:**

The Government may, at any time, order any technical data or computer software generated in the performance of this contract under which it possesses unlimited rights. The contractor shall be compensated for the labor and material costs incurred in converting the data or computer software into the prescribed form, for reproduction and delivery. The Government's request shall be made in writing through the use of ASSIST Post Award Collaboration. Upon receipt, the contractor shall provide the requested technical data and/or computer software within the timeframe and in media

form in paragraph 4.0 – Performance Criteria Matrix. The Government’s request shall specify the media form and technical data or computer software shall contain UNCLASSIFIED, Export Controlled, STINFO and FOUO markings before delivery.

The following clauses are incorporated by reference.

*DFAR 252.227-7013, Rights in Technical Data–Noncommercial Items*  
*DFAR 252.227-7014, Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation.*

- 7.0. Inspection and Acceptance:** Inspection and acceptance will occur in accordance with FAR 52-246-6, Inspection of Services – Time and Material and Labor Hour (T&M) and FAR 52-246-4, Inspection of Services – Firm Fixed Price (FFP) . In the absence of other agreements negotiated with respect to time provided for government review, deliverables will be inspected and the contractor notified of the CR’s findings within five (5) work days of normally scheduled review. If the deliverables are not acceptable, the COR will notify the GSA CAM immediately.

Unsatisfactory work – Performance by the contractor to correct defects found by the Government as a result of quality assurance surveillance and by the contractor as a result of quality control, shall be at its’ own expense and without additional reimbursement by the government. Unless otherwise negotiated, the contractor shall correct or replace all non-conforming services or deliverables not later than five (5) workdays after notification of non-conformance.

- 7.0.1. Quality Control:** The contractor shall provide and maintain a Quality Control Plan (QCP) that contains, as a minimum, the items listed below to the COR and GSA CAM for acceptance not later than ten (10) calendar days after award. The GSA CAM will notify the contractor of acceptance or required modifications to the plan. The contractor shall make appropriate modifications and obtain acceptance of the plan within thirty (30) calendar days from the date of award. The QCP shall include the following minimum requirements:

- 7.0.1.1. A description of the inspection system to cover all major services and deliverables. The description shall include specifics as to the areas to be inspected on both a scheduled and unscheduled basis, frequency of inspections, and the title of inspectors.
- 7.0.1.2. A description of the methods to be used for identifying and preventing defects in the quality of service performed.
- 7.0.1.3. A description of the records to be kept to document inspections and corrective or preventative actions taken.
- 7.0.1.4. All records of inspections performed shall be retained and made available to the Government upon request throughout the task order performance period,

and for the period after task order completion, until final settlement of any claims under this task order.

**7.0.2. Quality Assurance:** The Government will evaluate the contractor's performance of this task order. For those tasks listed in the Performance Matrix, the COR or other designated evaluator will follow the method of surveillance specified in this task order. Government personnel will record all surveillance observations. When an observation indicates defective performance, the COR or other designated evaluator will require the contractor manager or representative at the site to initial the observation. The initialing of the observation does not necessarily constitute concurrence with the observation. It acknowledges that the contractor has been made aware of the non-compliance. Government surveillance of tasks not listed in the Performance Matrix or by methods other than those listed in the Performance Matrix (such as provided in the Inspection clause) may occur during the performance period of this task order. Such surveillance will be done according to standard inspection procedures or other task order provisions. Any action taken by the CO as a result of surveillance will be according to the terms of the task order.

**7.0.3. Organizational Conflict Of Interest (OCI):** All actual or potential OCI situations will be handled in accordance with FAR Subpart 9.5. "Offeror" as used in this solicitation section addressing OCIs shall include all vendors that the company submitting this proposal has entered into a contractor teaming agreement or prime contractor subcontractor relationship with in connection with its proposal submission for this acquisition.

If the Offeror is currently providing support or anticipates providing support to the Government that presents an actual or potential OCI with the requirements for this acquisition, OR, If the Offeror is currently performing or anticipates performing any other work for the Government under any proposal for any solicitation relating to the requirements for this order, the Offeror shall include in its proposal submission:

- (1) a statement identifying and describing the actual or potential OCI, and
- (2) a proposed OCI mitigation plan detailing the offeror's recommendation for how the potential OCI may be avoided, neutralized and/or mitigated.

If the Government determines an OCI cannot be avoided, neutralized, or mitigated, the offeror may be excluded from consideration for award.

## **8.0. Task Order Terms and Conditions**

**8.0.1. Place of Performance:** Off-site contractor facility, with the exception of customized on-site support under paragraph 3.0.7, which will be executed in government facilities.

**8.0.2. Hours of Operation:** Normal working hours are 8:00 AM– 4:00 PM, Monday – Friday. Contractors will be required to be available 9:00 AM – 3:00 PM unless otherwise indicated in paragraph 3.0.7.1.1.

8.0.2.1. Overtime: Overtime is defined as hours billed at a premium over and above the awarded labor rate. Overtime is not permitted on this task order.

8.0.2.2. Extended Hours: Extended hours may be authorized by the government Program Manager. Extended hours are defined as any hours in excess of eighty (80) hours in a two (2) week billing period. Any use of extended hours must be prior approved by the Government Program Manager/COR.

**8.0.3. Contracting Officer’s Representative (COR) Designation:** Before task order award, the Contracting Officer will appoint a COR and issue a COR Designation Letter stating the authority of the COR. The contractor shall receive a copy of the written designation.

The following clause is incorporated by reference.

DFARS 252-201-7000 Contracting Officer’s Representative (Dec 1991)

**8.0.4. Key Program Office Personnel:** Any substitution of key personnel from the offeror’s quote must be of equally qualified individuals as those identified in the contractor’s quote. Key personnel to be identified include the following:

8.0.4.1. Program Manager. Contractor shall provide business activities supporting the efficient operation and sustainment of the entire PEX program. In addition to overall program oversight, the Program Manager shall ensure the robust requirements of PWS 3.0.4, 3.0.5 and 3.0.7 are met. Contractor assigned to this function shall possess and in-depth knowledge and experience in the following:

8.0.4.1.1. Bachelor’s degree in Computer Science, Information Systems, Engineering or other related discipline

8.0.4.1.2. Minimum of 15 years software development experience commensurate with tasks outlined in this document

8.0.4.1.3. Minimum of 10 years of experience utilizing agile software development methods

8.0.4.1.4. Comprehensive knowledge of hardware, software, application, and systems engineering

8.0.4.1.5. Be aware of technologies and available solutions

8.0.4.1.6. Understand the business objectives

8.0.4.1.7. Project and program management planning and organizational skills

8.0.4.1.8. Be able to gather business requirements and map them to objects in problem solving manners

8.0.4.1.9. Have good communication skills and able to express his or her ideas

#### 8.0.4.1.10. Certified Scrum Professional

8.0.4.3. Development Team Leader. Contractor shall provide business activities supporting the efficient operation and sustainment of the PEX program, with a focus on ensuring requirements in sections 3.0.1 and 3.0.2 of this PWS are met. Contractor assigned to this function shall possess an in-depth knowledge and experience (certifications where applicable) in the following:

- 8.0.4.3.1. Bachelor's degree in Computer Science, Information Systems, Engineering or other related discipline
- 8.0.4.3.2. Minimum of 10 years of experience and capabilities with successful development of complex systems in geographically dispersed, multi-vendor environment using Scrum and Agile methods
- 8.0.4.3.3. Silverlight, Visual Studio (C#), SQL Server, MSDN for developers, Fiddler, and management of the requirements
- 8.0.4.3.4. The RMF ATO process, Enterprise Mission Assurance Support Service (eMass), Incremental Information Assurance Accreditation, and Fortify
- 8.0.4.3.5. Know BEST PRACTICES of the industry
- 8.0.4.3.6. Be aware of technologies and available solutions
- 8.0.4.3.7. Be experienced with all the phases of software engineering
- 8.0.4.3.8. Understand the business objectives
- 8.0.4.3.9. Foresee changes and take measures to accommodate them while architecting the system
- 8.0.4.3.10. Be able to follow established software development process
- 8.0.4.3.11. Certified ScrumMaster

**8.0.5. Government Furnished Items and Information:** The Government Furnished Equipment (GFE) inventory attached to this PWS lists the equipment provided by the Government to complete this task. Requests to purchase additional GFE must be approved by the Government and will be charged as ODCs. The ODC CLIN amount is listed under PWS 8.0.7. All Government Furnished Equipment (GFE) shall be utilized in strict performance of contract related duties and the contractor shall maintain policies that prohibit fraud and abuse. The Government will provide access to all necessary documentation and facilities required for this effort.

**8.0.5.1. Government Furnished Property (GFP).** All GFP supplied by the Government will be in serviceable condition upon turn-over and a complete inventory will be maintained by the Contractor until return of the GFP. The contractor shall only use the government property (either furnished or acquired under this contract) for performing the contract, unless otherwise provided for in the contract or approved by the Contracting Officer. The contractor is responsible and accountable for all GFP within the provisions of the contract, including any property in the possession or control of a subcontractor. The contractor must establish and maintain a system to manage (control, use,



preserve, protect, repair, and maintain) government property in its possession. See Attachment 1 (Government Property Listing).

The following clause is incorporated by reference.

*FAR 52.245.1 – Government Property (Aug 2010)*

**8.0.6. Contractor Furnished Items:** Except for those items or services stated in section 8.0.5 as Government furnished, the contractor must furnish everything needed to perform this contract according to all its terms. The Contractor must provide all facilities and maintenance of facilities to include cleaning of the facilities and stocking the restrooms with paper towels and toilet paper. The contractor shall provide office supplies, to include paper for copiers, folders, presentation materials, etc. The contractor shall provide space in the facility for up to four Government personnel to meet when needed.

**8.0.7. Other Direct Cost (ODC) (*Cost CLIN*):** ODCs are anticipated on this task order. ODCs are categories of charges utilized by the contractor in the performance of the contract service. ODCs are ancillary in nature and integrally related to the contractor's ability to perform the service being acquired, i.e., they must be necessary and integral for the overall service being performed and completion of the task. ODCs cannot be the primary purpose of a task order. The ODC must satisfy the criteria expressed within the scope of the contract/task order. ODCs must not duplicate cost covered in other areas of the contract.

Prior to acquiring ODCs, the contractor shall submit a request form (in contractor format), via an action memo in the GSA IT Solutions Shop (ITSS) web-based order processing system. The form shall be submitted to the Contracting Officer's Representative (COR) and Contracting Officer for verification and approval. This form must identify the item(s) to be purchased, estimated cost(s), vendor, reason for purchase and ODC budget balance. All applicable backup documents shall be attached with the ODC request.

The COR and Contracting Officer will make a determination whether the request is necessary and integral to the performance of the task and document their decision in the Action Memo. In some instances, a task order modification may be required to acquire the ODC. In that situation, the ODC may not be purchased prior to award of the modification.

Sustainable Acquisition FAR Clause Citations:

FAR Subpart 52.223-1 – Biobased Product Certification – Products

FAR Subpart 52.223-2 – Affirmative Procurement of Biobased Products  
Under Service and Construction Contracts

FAR Subpart 52.223-4 – Recovered Material Certification

FAR Subpart 52.223-9 – Estimate of Percentage of Recovered Material  
Content for EPA Designated Items

FAR Subpart 52.223-15 – Energy Efficiency  
FAR Subpart 52.223-16 – IEEE 1680 Standard for the Environmental  
Assessment for the Environmental Assessment of Personal Computer  
Products

All ODC Items must be itemized in the offeror's quote.

The contractor shall ensure that the requested ODC costs will not exceed the estimated budget amount authorized in this task order. The budget for contractor ODCs under this task order is estimated as follows:

Base Period: \$200,000\*  
Option Period One: \$200,000\*  
Option Period Two: \$200,000\*  
Option Period Three: \$200,000\*  
Option Period Four: \$200,000\*

\*The ODC CLIN is cost reimbursable

**8.0.8. Travel (*Cost CLIN*):** Travel is to be reimbursed only in accordance with the Joint Federal Travel Regulations (**JFTR**). All travel must be authorized by the Contracting Officer's Representative (COR)/Alternate COR and be in compliance with the task order and all other applicable requirements. The contractor shall ensure that the requested travel costs will not exceed the amount authorized in this task order.

The contractor shall submit a contractor generated form to the CR/COR for authorization signature. The form shall identify the name(s) of travelers, dates of trip(s), location(s), estimated cost(s), and justification for travel. Justification should include mission impact statement if travel isn't accomplished. No travel shall be made without government CR/COR authorization. Monthly invoices must have an electronic copy of the travel expense summary attached to the invoice for travel charges incurred for the month. (See attached Travel Expense Summary). The contractor shall ensure that the requested travel costs do not exceed the amount authorized in this task order.

The contractor shall report to the government when 75% of awarded reimbursable costs have been expended for each cost element (Travel, and ODC's).

8.0.8.1. Travel for Contractor Personnel: The budget for the Contractor travel under this task order is:

Base Period: \$300,000\*  
Option Period One: \$309,000\*  
Option Period Two: \$318,270\*  
Option Period Three: \$327,818\*

Option Period Four: \$337,652\*

\*The Travel CLIN is cost reimbursable

**8.0.9. Privacy Act:** Work on this project may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552a and applicable agency rules and regulations.

**8.0.10. Security:** Operations Security (OPSEC) is required in an effort to reduce program vulnerability from successful adversary collection and exploitation of critical information. The Contractor shall apply OPSEC in their management IAW AFI 10-701 Operations Security. The PROGRAM OPSEC plan and Critical Information List will be provided as part of the PPIP by the Government.

The Contractor shall develop and implement a Program Protection Implementation Plan (PPIP) to comply with and support the USG furnished Program Protection Plan (PPP) and its annexes, which includes the security classification guide, counterintelligence support plan, criticality analysis, and acquisition Information Assurance (IA) Strategy.

Specified personnel, depending on location and other variables, performing this task must be cleared to the SECRET level, within 6 months after hire date. During the six months, an interim clearance will be acceptable in lieu of a final clearance. All work is to be performed in accordance with DoD Operational Security (OPSEC) requirements and in accordance with the OPSEC attachment to the DD254. Completed DD254 forms shall be submitted to the designated GSA Project Manager for the official contract file.

All Multi-Domain SMEs must meet the security clearance requirements of 3.0.8.6.6. Security clearance for On Site Support personnel are outlined in PWS 3.0.7 and 3.0.7.3.5.

The following clause is incorporated.

*FAR 52.204-9, Personal Identity Verification of Contractor Personnel. (Sept 2007)*

*(a) The Contractor shall comply with agency personal identity verification procedures identified in the contract that implement Homeland Security Presidential Directive-12 (HSPD-12), Office of Management and Budget (OMB) guidance M-05-24, and Federal Information Processing Standards Publication (FIPS PUB) Number 201.*

*(b) The Contractor shall insert this clause in all subcontracts when the subcontractor is required to have physical access to a federally-controlled facility or access to a Federal information system.*

The following clauses are incorporated by reference.

FAR 52.204-2 Security Requirements (Aug 1996)

FAR 52.224-1 Privacy Act Notification (Apr 1984)

FAR 52.224-2 Privacy Act (Apr 1984)

FAR 52.222-54, Employment Eligibility Verification (E-verify). (Jan 2009)

DFAR 252.225-4047 Exports by Approved Community Members in Performance of the Contract (JUNE 2013)

DFAR 252.225-7048 Export-Controlled Items (JUNE 2013)

**8.0.11. Monthly Reporting:** The report shall be submitted in the GSA's electronic Web-Based Order Processing System (currently ITSS).

8.0.11.1. Monthly Status Report (MSR): The MSR shall contain the following information:

8.0.11.1.1. Brief description of requirements

8.0.11.1.2. Brief summary of accomplishments during the reporting period and significant events regarding the task order

8.0.11.1.3. Deliverables submitted or progress on deliverable products

8.0.11.1.4. Any current or anticipated problems

8.0.11.1.5. Brief summary of activity planned for the next reporting period

8.0.11.1.6 Milestone Schedule of fielded, current and upcoming releases with artifacts to verify completion of technical requirements.

The MSR shall include labor charges for actual hours worked and Support Items, which are authorized in the task (e.g., travel, training, etc.). Charges shall not exceed the authorized cost limits established for labor and Support Items. The government will not pay any unauthorized charges. Original receipts, travel vouchers, etc. completed in accordance with Government Travel Regulations shall be maintained by the contractor to support charges other than labor hours and made available to Government auditors upon request.

8.0.11.1.6. Labor hours for each skill level (SL) category (specify the contractor employee name and SL).

The MSR shall include the following:

8.0.11.1.6. Total labor charges for each skill category

8.0.11.1.7. Support Items. Support Items must be individually itemized and specified by each individual category (i.e. travel and per diem, training, security check fees, commodities, etc)

8.0.11.1.8. Total Support Item charges (G&A included – if allowed) and,

8.0.11.1.9. Total monthly charges.

8.0.11.1.10 Current and projected burn rates for each category for the PoP to include estimate at completion

**8.0.12. Personal Service:** The client has determined that use of the GSA contract to satisfy this requirement is in the best interest of the government, economic and other factors considered, and this task order is not being used to procure personal services prohibited by the Federal Acquisition Regulation (FAR) Part 37.104 titled “Personal Services Contract”.

**8.0.13. Problem Resolution:** The contractor shall bring problems, or potential issues, affecting performance to the attention of the CR and GSA PM as soon as possible. Verbal reports will be followed up with written reports when directed. This notification shall not relieve the Contractor of its responsibility to correct problems for which they are responsible. The Contractor shall work cooperatively with the Government to resolve issues as they arise.

**8.0.14. Task Order Funding:** Incremental Funding –Time and Material: It is anticipated that the Base Year and the Option Years will be incrementally funded. If incrementally funded, funds shall be added to the contract/order via a unilateral modification as the funds become available. The contractor shall not perform work resulting in charges to the Government that exceed obligated funds.

The Contractor shall notify the Contracting Officer in writing whenever it has reason to believe that the costs it expects to incur under this contract in the next sixty (60) days, when added to all costs previously incurred, will exceed 75 percent of the total amount so far allotted to the contract/order by the Government. The notice shall state the estimated amount of additional funds required to continue performance of the contract/order for the specified period of performance or completion that task.

Sixty days (60) before the end of the period specified in the Schedule, the Contractor shall notify the Contracting Officer in writing of the estimated amount of additional funds, if any, required to continue timely performance under the contract or for any further period specified in the Schedule or otherwise agreed upon, and when the funds will be required.

The Government is not obligated to reimburse the contractor for charges in excess of the contract/order funded amount and the contractor is not obligated to continue performance or otherwise incur costs that could result in charges to the Government in excess of the obligated amount under the contract/order.

The following clauses are incorporated by reference.

*FAR 52.232-18, Availability of Funds. (Apr 1984)*

*252.232-7007 Limitation of Government’s Obligation (Apr 2014)*

(a) Contract line item(s) [TBD] is/are incrementally funded. For this/these item(s), the sum of \$ [TBD] of the total price is presently available for payment and

allotted to this contract. An allotment schedule is set forth in paragraph (j) of this clause.

(j) The parties contemplate that the Government will allot funds to this contract in accordance with the following schedule: TBD

**8.0.15. Ceiling Price Notification:** If at any time the Contractor has reason to believe that the hourly rate payments and material costs that will accrue in performing this contract in the next succeeding 30 days, if added to all other payments and costs previously accrued, will exceed 85 percent of the ceiling price in the Schedule, the Contractor shall notify the Contracting Officer giving a revised estimate of the total price to the Government for performing this contract with supporting reasons and documentation.

**8.0.16. Section 508 Compliance:** The Industry Partner shall support the Government in its compliance with Section 508 throughout the development and implementation of the work to be performed. Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d) requires that when Federal agencies develop, procure, maintain, or use electronic information technology, Federal employees with disabilities have access to and use of information and data that is comparable to the access and use by Federal employees who do not have disabilities, unless an undue burden would be imposed on the agency. Section 508 also requires that individuals with disabilities, who are members of the public seeking information or services from a Federal agency, have access to and use of information and data that is comparable to that provided to the public who are not individuals with disabilities, unless an undue burden would be imposed on the agency.

The Industry Partner should review the following Web sites for additional 508 information:

<http://www.section508.gov/index.cfm?FuseAction=Content&ID=12>  
<http://www.access-board.gov/508.htm>  
<http://www.w3.org/WAI/Resources>

**8.0.17. Reporting Executive Compensation and First-Tier Subcontract Award:**

Unless otherwise directed by the contracting officer, reporting must occur by the end of the month following the month of award of a first-tier subcontract with a value of \$25,000 or more, ( and any modifications to these subcontracts that change previously reported data). Reporting on first-tier subcontracts is done at the Federal funding accountability and Transparency Act Subaward Reporting system (FSRS) at <http://www.fsrs.gov>.

Reporting on executive compensation is done at the Central Contractor Registration at <http://www.ccr.gov>. Reporting on executive compensation occurs by the end of the month following the month of a contract award, and annually thereafter. The contractor shall report the names and total compensation of each

of the five most highly compensated executives for the contractor's preceding fiscal year.

The contractor shall refer to the following clause incorporated by reference for exceptions and further guidance.

*FAR 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (July 2010)*

**8.0.18. Contractor Manpower Reporting:** Section 2330a of title 10, United States Code (10 USC 2330a), requires the Secretary of Defense to submit to Congress an annual inventory of contracts for services performed during the prior fiscal year for or on behalf of the Department of Defense (DoD). The inventory must include the number of contractor employees using direct labor hours and associated cost data collected from contractors.

The prime contractor shall report all contractor labor hours and cost data (including subcontractor labor hours and cost data) required for performance of services provided under this contract. The prime contractor is required to completely fill in all required data fields in accordance with the contractor's user guide instructions found at <http://www.ecmra.mil>.

Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September for the life of the contract. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October\* of each calendar year. Contractors may direct questions to the CMRA help desk.

\*Reporting Period: Contractors are required to input data by 31 October of each year.

Uses and Safeguarding of Information: Information from the secure web site is considered to be proprietary in nature when the contract number and contractor identity are associated with the direct labor hours and direct labor dollars. At no time will any data be released to the public with the contractor name and contract number associated with the data.

User Manuals: Data for Air Force service requirements must be input at the Air Force CMRA link. However, user manuals for government personnel and contractors are available at the Army CMRA link at <http://www.ecmra.mil>.

**9.0. Invoicing and Payment:** Invoices shall be submitted simultaneously to GSA's electronic Web-Based Order Processing System (currently ITSS) no later than five (5) workdays after acceptance by the Government of the product, service, and/or cost item. In the absence of Government acceptance of services within thirty (30) days, the contractor shall submit an invoice. Invoices shall be submitted monthly through

GSA's electronic Web-Based Order Processing System (currently ITSS) to allow the client to electronically accept and certify services received by the CR. Electronic acceptance by the CR is considered concurrence and acceptance of services.

Original invoices shall be marked (stamped) "Original Copy" and submitted to GSA. For revised invoices, the Contractors should provide: 1) a distinguishing invoice number, 2) a brief explanation and 3) a cross reference to any previous invoice submission(s) for purposes of tracking and avoiding duplicate payments. The contractors can distinguish revised invoices by inserting an "R" at the end of the original invoice number, i.e. Inv123456 (original), Inv123456R (revised).

Contractor may submit an electronic invoice on GSA's Kansas City web site, [www.finance.gsa.gov](http://www.finance.gsa.gov). Electronic posting is the only method of submission and will result in a quicker payment.

The contractor's invoice will be submitted monthly for work performed the prior month. The contractor may invoice only for the hours, travel and unique services ordered by GSA and actually used in direct support of the client representative's project. The invoice shall be submitted on official letterhead and shall include the following information at a minimum.

- GSA Task Order Number
- Task Order ACT Number
- Remittance Address
- Period of Performance for Billing Period
- Point of Contact and Phone Number
- Invoice Amount
  - Skill Level Name and Associated Skill Level Number
  - Actual Hours Worked During the Billing Period
  - Travel Itemized by Individual and Trip (if applicable); backup information must be provided in either the TSR (or separately) to substantiate the traveler's name, dates of travel, destination, purpose of travel and cost (airfare, lodging, per diem and other expenses) for each trip. This information must be provided in enough detail to allow GSA to verify compliance with the FTR.
  - Training Itemized by Individual and Purpose (if applicable)
  - Support Items Itemized by Specific Item and Amount (if applicable)

Invoices for final payment must be so identified and submitted when the task has been completed and no further charges are to be billed.

The contractor's information in the System for Award Management (SAM) [<http://www.SAM.gov>]. (If you had an active record in CCR, you have an active record in SAM), must always match the contractor's information in GSA's electronic Web-Based Order Processing System (currently ITSS). Incorrect or non-matching



information is the contractor's responsibility and will result in rejected invoices or other similar delays in payment.

The following clauses are incorporated by reference.

*FAR 52.212-4, Contract Terms and Conditions—Commercial Items, Alternate I (FEB 2007)*

*FAR 52.229-3, Federal, State, and Local Taxes (Feb 2013)*

PROVIDING ACCELERATED PAYMENT TO SMALL BUSINESS  
SUBCONTRACTORS  
(DEVIATION) (AUG 2012)

This clause implements the temporary policy provided by OMB Policy Memorandum M-12-16, Providing Prompt Payment to Small Business Subcontractors, dated July 11, 2012.

- (a) Upon receipt of accelerated payments from the Government, the contractor is required to make accelerated payments to small business subcontractors to the maximum extent practicable after receipt of a proper invoice and all proper documentation from the small business subcontractor.
- (b) Include the substance of this clause, including this paragraph (b), in all subcontracts with business concerns.
- (c) The acceleration of payments under this clause does not provide any new rights under the Prompt Payment Act.

**10.0. Task Order Closeout:** The contractor shall submit a final invoice within forty-five (45) calendar days after the end of the Performance Period. After the final invoice has been paid the contractor shall furnish a completed and signed Release of Claims (GSA Form 1142) to the Contracting Officer. This release of claims is due within fifteen (15) calendar days of final payment.

**11.0. Workload History.** Historical records, Attachment 1 to the PWS, are provided as a workload estimate only and are based on 1,920 man-year hours. This estimate is the Government's estimated workload and is not intended to be binding on either party or to be the only possible solution to the requirements. The contractor is encouraged to provide a performance based solution. Offerors shall address and explain a deviation of +/- 10% between their proposed man-hours and the workload estimate of the number of expected man hours for the T&M tasks.

**12.0. Attachments**

**Attachment 1: Historical Labor**

**Attachment 2: PEX On-site Rep Positions**

**Attachment 3: DD254**

**Attachment 4: GFP IT List as of 24 Aug 18**

## **Attachment 5: DD254 Continuation Page**

### **13.0. List of Acronyms**

Air Force (AF)  
Alternate Client Representative (ACR)  
Aviation Resource Management System (ARMS)  
Central Contractor Registration (CCR)  
Network-Centric Commanders Decision Service (NetCDS)  
Client Representative (CR)  
Common Access Card (CAC)  
Defense Information Systems Agency (DISA)  
Electronic Maintenance Operations Control Center (EMOCC)  
Federal Acquisition Regulation (FAR)  
Federal Acquisition Service (FAS)  
Foreign Military Sales (FMS)  
General Services Administration (GSA)  
International Traffic in Arms Regulations (ITAR)  
Mission Design Series (MDS)  
Other Direct Cost (ODC)  
Patriot Excalibur (PEX)  
Public Key Infrastructure (PKI)  
Quality Control Plan (QCP)  
Security Technical Implementation Guides (STIG)  
Senior Contracting Officer (SCO)  
Service Oriented Architectures (SOA)  
Skill Level (SL)  
Standardization and Evaluation (Stan Eval)  
Subject Matter Experts (SME)  
Past Performance information Retrieval System (PPIRS)  
Unit Level/Unit Command and Control (UL/UC2)